



Department of Public Health
Health Facilities Evaluator Nurse
Open Only

**CALIFORNIA
STATE
GOVERNMENT**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.

LOCATION This examination is administered for positions statewide in the California State Department of Public Health by the State Personnel Board utilizing the Internet.

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation examination, you may not retest for six (6) months.

HOW TO APPLY The Application and the Training Experience Evaluation will be available on a continuous basis on the Internet. Applicants will respond to questions regarding their ability to meet minimum qualifications, provide their contact information, and take the Training and Experience Evaluation on the Internet.

DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE INSURANCE EXAMINER EXAMINATION IS CONTAINED IN THE INTERNET PROCESS.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. **DO NOT** contact the State Personnel Board or the Department of Public Health for this information. The State Personnel Board and the Department of Public Health do not maintain an up to date list of library locations. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA does have Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

If you are not familiar with the internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to:

http://www.spb.ca.gov/employment/exam_start.htm

Follow the on-line instructions. Please note that the Internet system will be unavailable on Tuesdays between 7:00 a.m. and 1:00p.m., Pacific Standard time, for processing and maintenance. **DO NOT** begin the application process on the Internet during this time as your record will NOT be processed. It takes approximately one hour to complete the Application and the Training and Experience Evaluation on the Internet. If you begin the examination before 7:00 a.m., be sure to allow sufficient time to complete the process.

CALIFORNIA STATE PERSONNEL BOARD
801 CAPITOL MALL
SACRAMENTO, CA 95814
(916) 653-1502-TDD (916) 654-6336

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-(800) 735-2929, for voice phones: 1-(800) 735-2292.

SALARY

Salary Range: \$4,917.00-\$6,269.00

In addition to the salary the recruitment and retention is \$200 per month.

**POSITION
DESCRIPTION**

This is the journey person level of the series. Incumbents conduct inspections, investigations, surveys, and evaluations of health facilities for conformity with licensing and certification requirements of the Department of Public Health and for compliance with State and Federal laws, rules, and regulations relating to medical care. Advise health facilities administrators and community agencies regarding State health facilities inspection, licensing, and certification programs. Primary responsibility is for enforcement of State and Federal laws, rules, and regulations pertaining to areas affecting total patient care such as nursing, physician, restorative, pharmacy, social, dental, and related services. Incumbents may act as team leaders and may assist in the training of new staff.

**REQUIREMENTS FOR
ADMITTANCE TO
EXAMINATION**

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

**MINIMUM
QUALIFICATIONS****ALL LEVELS:**

Possession of a master's degree in a recognized health field, i.e., microbiology, laboratory technology, nursing, physical therapy, psychology, medical social work, or other health related field from a recognized school may be substituted for one year of the required general experience.

Health Facilities Evaluator Nurse

Possession of the legal requirements to practice as a professional registered nurse in California.

And

One year of professional nursing experience which includes a minimum of six months of administrative responsibility requiring definition and implementation of operational program policy for maintenance of nursing care standards. (Equivalent to college graduation with a Bachelor of Science Degree in Nursing may be substituted for the required administrative experience.) Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to that of Registered Nurse III.

**TRAINING AND
EXPERIENCE
EVALUATION**

The examination will consist of a Training and Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE EVALUATION-WEIGHTED 100%**A. Knowledge of:**

1. Principles and purposes of regulations governing health facilities and services
2. Health facility organization, operation, and procedures
3. Functions and techniques of health facility management, services, organizations, and standards for patient care
4. Investigative methods and techniques and rules of evidence
5. Types and usage of modern health facility building, furnishing, and equipment
6. Medical terminology
7. Operations and services affecting patient care

B. Ability to:

1. Collect and analyze data
 2. Participate effectively in conferences and training sessions
 3. Communicate effectively
 4. Establish and maintain effective working relationships
 5. Interpret and apply pertinent State and Federal laws, regulations, and rules
 6. Establish and maintain cooperative relationships with personnel in the health facility industry, within the Department, and with other community social and health agencies
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**ELIGIBLE LIST
INFORMATION**

An open merged list will be established for the Department Public Health. The names of successful competitors will be merged on the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility.

**VETERANS'
PREFERENCE**

Veterans Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE CREDITS.

QUESTIONS?

If you have any questions concerning this announcement, please contact:

State Personnel Board
801 Capitol Mall
PO. Box 944201, Sacramento, CA 94244-2010
(916) 653-1502, TTY (916) 654-6336
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

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If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional 3) multi-departmental promotional, 4) service wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

Veterans Preference: California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credits in open examinations are granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, PO Box 1559, Sacramento, CA 95807.